

VACANCY ANNOUNCEMENT

Announcement Number: 032 12

OPEN TO: *All Interested Applicants*

POSITION: **Political Specialist (Human Rights)**
FSN-11, FP-4 (Full Performance Level)
FSN-10, FP-5 (Trainee Level)

OPENING DATE: December 27, 2012

CLOSING DATE: **January 10, 2013**

WORK HOURS: Full-time work schedule:
40 hours/week; 80 hours/pay period

SALARY: EFM/MOH/NOR: US \$61,759.00
(Starting salary - Position Grade: FP-4/1)
EFM/MOH/NOR: US \$50,043.00
(Starting salary - Position Grade: FP-5/1)

Ordinary Resident (OR): Euro €35,993.00
(Starting salary - Position grade: FSN-11/1)
Ordinary Resident (OR): Euro €27,620.00
(Starting salary - Position grade: FSN-10/1)

Note: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Mission employees may not apply for vacant position during probationary period.

The U.S. Embassy in Athens is seeking an individual for the position of **Political Specialist (Human Rights)** in the **Political Section**.

BASIC FUNCTION OF POSITION

The Political Specialist monitors and analyzes developments in human rights, religious freedom, trafficking-in-persons, and labor and advises Political Section accordingly.

MAJOR DUTIES AND RESPONSIBILITIES

- Alerts POL to possible perception conflicts between American and Greek views on these issues and provides background material to support effective advocacy of U.S. policy positions with the Greek government.
- Drafts the Department's annual reports, researching and integrating new developments into the text and updating relevant status of cases and legislation.
- Develops and maintains an extensive range of working-level contacts in government ministries, as well as international organizations and non-governmental organizations that work on human rights, religious freedom, and trafficking-in-persons. Analyze data from sources and advise POL section leadership accordingly.
- Perform research of the issues that interest POL. Analyze data drawn from such research and advise POL Section leadership and officers accordingly.
- Monitor Greek media and alert POL to any significant item including real-time updates of breaking developments; provide summaries in English and/or utilize resources to retrieve translated materials for distribution among Political or other Embassy sections.
- Organize events; arrange meetings for the Ambassador and political officers on regional travel; accompany the human rights officer on official travel; interpret for Ambassador, DCM, Political Counselor and Political Officers at key meetings.
- Obtains information from published and unpublished sources on Greek political parties and developments and prepares factual and analytical reports, as well as on all aspects of Greek trade union and labor developments.

A more detailed list of the position duties is available from HR.

QUALIFICATIONS REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- a) **Experience FSN-11, FP-4 (Full performance):** Six years experience in research and/or academic institutions, parliamentary staff, corporate entity, or government department; previous liaison work with human rights institutions, nongovernmental organizations, labor organizations desirable; previous experience in public communication highly desirable; extensive exposure to using online sources as a research tool and ability to demonstrate skills through practical testing during probationary period **are required.**
- **Education:** Four-year university degree in Political Science, International Relations, Government, or History **is required.**

- **Language:** English language level IV (fluent) speak/read/write and Greek language level V (native) speak/read/write **are required.**
 - **Knowledge:** Excellent understanding of human rights, NGOs, and religious communities in Greece; labor organizations; general understanding of the U.S. system of government; knowledge of U.S. foreign affairs; experience in researching complex questions quickly and synthesizing a single answer through a broad understanding of subject areas, interconnection between fields, and general knowledge with an emphasis on politics and government **are required.**
 - **Skills and Ability:**
 - Excellent analytical and presentation skills;
 - able to draft in English at native speaker level clearly, concisely, and succinctly;
 - able to brief orally and/or in writing on short notice;
 - able to integrate online search methods in Political Section work;
 - able to interpret at official meetings with Greek officials when necessary;
 - able to monitor constantly a broad variety of publicly available sources that are of potential interest to the Embassy and provide updates to the Political Counselor or his/her Deputy **are required.**
- a) **Experience FSN-10, FP-5 (Trainee):** Five years experience in research and/or academic institutions, parliamentary staff, corporate entity, or government department; previous liaison work with human rights institutions, nongovernmental organizations, labor organizations desirable; previous experience in public communication highly desirable; extensive exposure to using online sources as a research tool and ability to demonstrate skills through practical testing during probationary period **are required.**
- **Education:** Four-year university degree in Political Science, International Relations, Government, or History **is required.**
 - **Language:** English language level IV (fluent) speak/read/write and Greek language level V (native) speak/read/write **are required.**
 - **Knowledge:** Excellent understanding of human rights, NGOs, and religious communities in Greece; labor organizations; experience in researching complex questions quickly and synthesizing a single answer through a broad understanding of subject areas, interconnection between fields, and general knowledge with an emphasis on politics and government **are required.**
 - **Skills and Ability:**
 - Excellent analytical and presentation skills;
 - able to draft in English at native speaker level clearly, concisely, and succinctly;
 - able to brief orally and/or in writing on short notice;
 - able to integrate online search methods in Political Section work;

- able to interpret at official meetings with Greek officials when necessary;
- able to monitor constantly a broad variety of publicly available sources that are of potential interest to the Embassy and provide updates to the Political Counselor or his/her Deputy **are required**.

Note: English language proficiency may be tested.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications and provide documentation required in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
5. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, **unless** currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.
7. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) form (copy attached); **plus**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Candidates may also include a current resume or curriculum vitae.
4. **Any** other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

Failure to do so will result in an incomplete application.

WHERE TO APPLY

You may hand deliver your application/resume to the Reception area of the Embassy **by 5 p.m. on the closing date**, fax, mail or e-mail it at **recruitmentath@state.gov**.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
101 60 Athens

POINT OF CONTACT

Aimilia Boka
Tel: 210-720-2238
Fax: 210-720-2197

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under Chief of Mission (COM) authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: January 10, 2013

The U.S. Mission in Greece provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All U.S. Mission Personnel

Drafted by: HRA/ABoka
Cleared by: HRO/SInzerillo
Approved by: MGT/TLambert

U.S. Mission
Athens, Greece
APPLICATION FOR EMPLOYMENT
AS A LOCALLY EMPLOYED STAFF OR FAMILY MEMBER
(This application is for positions recruited by the Mission under the
Department of State's Office of Overseas Employment's interagency
Local Employment Recruitment Policy)

POSITION

1. Position Title _____ 2. Grades _____

3. Vacancy Announcement Number (*if known*) _____ 4. Date Available for Work _____
----- (mm-dd-yyyy)

PERSONAL INFORMATION

5. Last Name(s)/Surnames _____ First Name _____ Middle Name _____

6. Other Names Used _____

7. Date of Birth (*mm/dd/yyyy*) _____ 8. Place of Birth _____

9. Current Address _____ 10. Phone Numbers Day _____
Evening _____
Cell _____

11. E-mail Address _____

12. Are you a U.S. Citizen? Yes____ No____

13. Do you have permanent U.S. Resident Status? Yes _____ No _____
If yes, provide number _____

14a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) _____

And/Or

14b. Country Identification Number _____

15. Are you legally eligible to work in this country? Yes___ No___
If yes, Mission HR may require verification of eligibility. Please attach copies of all
documentation that confirms your legal eligibility to work in this country (e.g., work
permit, residency permit). If you are not sure if you need to submit proof of eligibility,
contact the Mission's HR office.

16. If hired, are there accommodations the Mission needs to provide so that you can
perform all the essential functions and duties of the position? Yes____ No ____
If yes, please explain _____

17. If you are applying for a position that includes driving a U.S. Government vehicle, do
you have a valid driver's license? Yes____ No ____ N/A ____
If Yes, Class/Type of License _____
If Yes, have you operated a vehicle without incident for the past three years?
Yes____ No ____

18. What days are you available to work as part of a regularly scheduled work week?
(Check all that apply) Sunday ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___
Friday ___ Saturday ___

19. Do any of your relatives or members of your household work for the United States
Government? Yes____ No____

If yes, provide the details below. If you need more space, use an additional sheet of
paper. (See Instructions for Completing the DS-174 for the definition of relatives and
members of household.)

Name	Relationship	Agency, Position & Location
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**U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING
PREFERENCE**

20. Are you claiming preference in hiring under U.S. law, including the Foreign Service
Act of 1980, based upon your status as either a U.S. Citizen Eligible Family Member
(USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional
information about the USEFM and U.S. Veterans hiring preference.
(Check only one)

____Yes, I am a U.S. Citizen EFM.	____No, I am neither a U.S. Citizen EFM, nor a
____Yes, I am a U.S. Veteran.	U.S. Veteran.
____Yes, I am a U.S. Citizen EFM and also a U.S. Veteran.	

If claiming eligibility for US Veteran preference, you must attach a copy of your most
recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming
conditional eligibility for U.S. Veterans preference, you must submit proof of conditional
eligibility

EDUCATION

21. Graduate School Major	Dates Attended (mm-dd-yyyy)	Graduate?	Degree/
Name of School, City, State or Country	From To	Yes No	Diploma Subject

Undergraduate Major College/University	Dates Attended (mm-dd-yyyy)	Graduate?	Degree/
Name of School, City, State or Country	From To	Yes No	Diploma Subject

High School/GED or grade/level Country Equivalent	Dates Attended (mm-dd-yyyy)	Graduate?	If no, highest
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Name of School, City, State or Country	From To	Yes	No	completed
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Other, e.g., Primary, Major/ Tech/Vocational School	Dates Attended (mm-dd-yyyy) From	Graduate?	Certificate/ Diploma Subject
Name of School City, State or Country	To	Yes	No

LICENSES, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

22. List professional licenses, certifications, typing/keyboard, computer skills, formal and on-line training, and other skills and abilities you consider relevant to the position. Please include the license or certification number. Attach a copy if the licensing or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as required)

23. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.

LANGUAGES

24. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators:

Level I = Basic Knowledge

Level II = Limited Knowledge

Level III = Good Working Knowledge

Level IV = Fluent

Level V = Professional Translator

Language	Speak	Read	Write	Primary Language?
				Yes___ No___
				Yes___ No___
				Yes___ No___
				Yes___ No___

WORK EXPERIENCE

Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as required)

25a. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
	E-mail Address_____

May HR contact your current supervisor? Yes___ No ___

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25b. Job Title (If U.S. Government, include the series and grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25c. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25d. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

Describe your major duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

REFERENCES

26. List three personal references who are not relatives or former supervisors who have knowledge of your work performance. HR will obtain your permission before contacting any references.

Name	Address	Telephone	Occupation
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SIGNATURE AND CERTIFICATION

27. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.

Signature _____ Date (*mm-dd-yyyy*) _____

PRIVACY ACT STATEMENT
(for U.S. Citizens and Legal Permanent Residents of the U.S.)

AUTHORITIES: The information is sought pursuant to, e.g., the Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c).

PURPOSE: The information solicited on this form is necessary to establish your eligibility and qualifications for advertised positions. The information furnished may also be used in the pre-employment fitness-for-duty process, if you are selected for a Mission position. We are authorized to solicit your social security number (SSN) by Executive Order 9397 to confirm the identity and employment eligibility of the individual. The SSN may also be used to seek information about you from employers, schools, banks, and others who know you. Disclosure of this information, including your social security number, is voluntary. Failure to provide the information requested on this application may result in delays in considering your application. It could result in you not receiving full consideration for the position. Incomplete addresses slow processing of your application.

ROUTINE USES: The information you provide in this form may be shared with Federal, State, local, and foreign agencies to the extent relevant and necessary for that agency's decision about you or to the extent relevant and necessary for that agency's decision about you. This information may be disclosed to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made

at the written request of the constituent about whom the record is maintained. This information may also be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

BURDEN: Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on this accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

EQUAL OPPORTUNITY STATEMENT

The U.S. Government is an equal opportunity employer.

DS-174 CONTINUATION SHEET - WORK EXPERIENCE

25__ Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name

Phone

Number

E-mail Address

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A/" or Not Applicable)

27__ Job Title (If U.S. Government, Include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name

Phone

Number

E-mail Address

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A" or Not Applicable)